



DATE ISSUED: 06/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Automotive Mechanic

JOB SUMMARY

Performs skilled work in the mechanical maintenance and repair of automobiles, trucks, tractors, and related equipment. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Supervisor, Automotive Services

Supervises: No supervisory responsibilities

PRIMARY DUTIES - May include, but not limited to the following:

Removes and repairs units such as engines, transmissions, or differentials using wrenches and hoists.

Disassembles units and inspects parts for wear.

Repairs golf carts, mules and all grounds related equipment.

Rebuilds parts, such as crankshafts and cylinder blocks, using lathes, shapers, drill presses, and welding equipment.

Relines and adjusts brakes and replaces shock absorbers.

Rewires ignition systems, lights, and instrument panel.

Performs scheduled preventive maintenance of vehicles, golf carts and grounds equipment.

Observes prescribed work and safety rules.

ADDITIONAL DUTIES

May be required to drive university bus, truck, van and car or required for performance of assigned task.

Secures bids on specialized shop work such as body repairing, painting, and upholstering.
Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Two years automotive mechanic experience. Job-related vocational training or other education may substitute on a year-for-year basis for the required experience.

REQUIREMENTS

Valid Texas driver's license and a safe driving record such as required to attain Driver's Authorization through the university.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge of modern automotive mechanical maintenance and repair methods and practices.
Ability to read and perform written and mathematical functions.
Skill in diagnosing equipment malfunctions and correcting the problem.
Ability to effectively deal with the public.
Ability to effectively communicate orally, both in person and by telephone.
Skill in the use of lifts, welders, grinders, presses, diagnostic equipment, volt meter, battery tester, compression unit, drills, wrenches, screwdriver and related tools of the trade.
Ability to use a personal computer and other office equipment.
Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; clean; crawl; file; kneel; sit; sort; squat; stoop; stand; twist the body; walk; and write by hand; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability occasionally lift and/or move up to 50+ pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud. While performing the duties of this position, the employee may be required to travel. Work is performed in an auto shop environment. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, and around mechanical, electrical, explosive, fume/odor, dust and chemical hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise. May be required to work in confined spaces.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.